

Minutes of Regular Board Meeting

The Board of Trustees Wharton County Junior College

A Regular Board Meeting of the Board of Trustees of Wharton County Junior College was held Tuesday, May 16, 2017, beginning at 6:30 PM in the Hutchins Memorial Board Room. Mr. Gertson presided.

Trustees Present: Mr. Danny Gertson, Chair; Mrs. Amy Rod, Vice Chair; Mr. Scott Glass; Mrs. Merle Hudgins; Mrs. Ann Hundl; and Mr. Oliver Kunkel

Trustees Absent: Mr. Monty Merecka, Secretary; Mr. Jack Moses; and Mr. Larry Sitka

Others Present: Ms. Betty McCrohan, President, Mr. Bryce Kocian, Vice President of Administrative Services; Mrs. Leigh Ann Collins, Vice President of Instruction; Mrs. Pam Youngblood, Vice President of Technology and Institutional Research; Mr. Dave Leenhouts, Vice President of Student Services; Mrs. Deanna Feyen, Executive Secretary to the President; Mr. Seth Bailey; Ms. Zina Carter; Mr. Peter Comer (Dell Secure Works); Ms. Carol Derkowski; Mr. Mike Feyen; Mr. Robby Mathews; Ms. Deborah Popek; Dr. Liz Rexford; Mr. Danny Terronez; Ms. Cindy Ward; Mr. Gus Wessels; and Mr. Philip Wuthrich

I. Determination of Quorum and Call to Order

-Mr. Gertson welcomed everyone.

II. Pledge of Allegiance

-Mr. Gertson led the Pledge of Allegiance.

III. Reading of the Minutes

A. The regular Board of Trustee meeting minutes from April 18, 2017

-The regular Board of Trustee meeting minutes from April 18, 2017 were approved as presented.

IV. Citizens' Comments (approved by board on 5-20-99)

This is an open forum for those persons who wish to make presentations to the board and who have signed up to do so under board policy. Presentations are limited to five minutes each with a total of twenty minutes for all presentations.

During the Citizens' Comments section of the agenda, any citizen/taxpayer (that is, any member of the public, including college employees) may request to address the board in open meeting. If, however, the topic of the presentation to the board falls within one of the other policies of the college, such as the employee complaint or grievance policy or student complaint policy, the person must first go through

the proper administrative channels. In such cases, the right to address the board is guaranteed after the administrative channels have been exhausted.

If any speaker's presentation contains complaints or concerns about an individual employee or officer of the district, that presentation will be conducted in executive session with the board members unless the employee or officer about whom the comments are made requests that the comments be made publicly.

These presentations are made for information purposes only. The board is required to listen to the presentations but not to discuss or act on the items presented. If the board feels the matter warrants further attention, it can be placed on the agenda for a subsequent meeting.

- V. Special Items
- VI. Presentations, Awards, and/or President's Report
- VII. Student Success
- VIII. Reports to the Board
 - A. Financial Reports for April 2017

-Mr. Wessels gave a report on the April 2017 financials.

BOARD ACTION: On a motion by Mr. Kunkel and a second, the board unanimously approved the April 2017 financial report as presented.

- B. Management Reports
 - 1. Technology Report
 - 2. Financial Aid Report
 - 3. Testing Report
- C. Reports from College Governance Councils
 - 1. Support Staff Organization meeting minutes from April 20, 2017
 - 2. Extended Cabinet meeting minutes from November 10, 2016
 - 3. Extended Cabinet meeting minutes from December 8, 2016

IX. CONSENT AGENDA

By consent of the board of trustees, the following items may be acted on in a single motion "to approve the consent agenda as presented." If, however, any trustee wishes to discuss a particular item or for any reason wishes to act on any given item separately, he or she may simply notify the board chair to remove that item or items from the consent agenda, and that item will be removed and acted on separately. A trustee may remove an item from the consent agenda for any reason, and he or she is not required to justify the removal or explain the reason for the removal.

- X. Matters Relating to General Administration

- A. Approve the upgrade for Dean of Institutional Effectiveness to Vice President of Planning and Institutional Effectiveness. Eliminate the Grants Writer position and approve a new position of support staff Administrative Assistant to the Vice President of Planning and Institutional Effectiveness.

XI. Matters Relating to Academic Affairs

- A. Approve the transfer of funds for the purchase of digital media classroom equipment on the Sugar Land campus (\$35,000 - transfer from plant MIS fund)
- B. Approve new 9-month faculty position in Chemistry, effective June 1, 2017 (\$50,050)
- C. Approve adding \$30.00 (non-refundable) EPA testing fee to HART 1307, Refrigeration Principals
- D. Approve welding course fees
- E. Approve the bid for cosmetology equipment from Armstrong McCall needed to open the Richmond Cosmetology renovation (\$55,832.50 - transfer from plant repair and replacement fund)
- F. Approve the purchase of furniture and fixtures needed for the completion of the Richmond Campus renovation (\$135,000.00 - transfer from plant repair and replacement fund)

XII. Matters Relating to Administrative Services

- A. Approve proposal submitted by Bass Construction to complete the new addition and renovation to the Johnson Health Occupations Center (\$6,502,000.00 - unexpended plant/Johnson Foundation Grant Funds)
- B. Approve bid submitted from All-Tex of Richmond to complete the audio/visual and network infrastructure for the renovation project at the Richmond Campus (\$26,950.00 - plant repair and replacement fund)
- C. Approve bid submitted by NEC Signage to refurbish the existing marque sign in front of the Richmond Campus (\$39,435.00 - plant repair and replacement fund)
- D. Information Item:
 - 1. Seek competitive sealed proposals for the copiers located on all campuses (\$95,000.00 - unrestricted operating budget)

XIII. Matters Relating to Technology and Institutional Research

- A. Approve the purchase of Network and Endpoint Protection services from SecureWorks (\$63,000.00 - transfer funds from MIS plant fund)
- B. Approve the transfer of funds and the purchase of SONICWALL Supermassive 9600 Firewall including shipping, installation and configuration (\$23,000.00 - transfer from the MIS plant fund for 2017-2018)

XIV. Matters Relating to Student Services

XV. Matters Relating to Personnel

- A. Board of Trustees
- B. Office of President

- 1. Brice Wayne Taylor received a change in title/assignment from regular, full-time coordinator of dual credit & university articulation, AA-1-36, to regular, full-time assistant director of athletics, AA-1-36 effective May 1, 2017

C. Office of Academic Affairs

- 1. Sherry Liu received a salary adjustment (completion of graduate hours) as regular, full-time instructor of developmental math, FAC-1-5, to regular, full-time instructor of developmental math, FAC-2A-5, effective January 9, 2017
- 2. Laurence Jenkins received a change in assignment from part-time faculty instructor of electronics engineering technology to temporary full-time faculty instructor of electronics engineering technology, FAC-1-5, effective August 21, 2017
- 3. David Camejo received an extension as temporary, full-time instructor of chemistry, FAC-7-1, effective June 1, 2017
- 4. Natalie Stavinoha received a change in title/assignment from regular, full-time instructional retention coordinator, AA-1-18, to regular, full-time coordinator of instructional retention, dual credit and university transfer, AA-1-18 effective May 1, 2017

D. Office of Administrative Services

- 1. Rachel Y. Bahnsen received a change from temporary, full-time acting director of payroll & benefits, CA-10-14 to regular, full-time director of payroll & benefits, CA-10-14, effective April 19, 2017

E. Office of Student Services

- 1. Jimmie Flanagin employed as regular, full-time coordinator of disability services, AA-1-10, effective May 17, 2017

F. Office of Technology and Institutional Research

XVI. END OF CONSENT AGENDA

BOARD ACTION: On a motion by Mrs. Hundl and a second, the board unanimously approved the consent agenda as presented.

-Mr. Feyen updated the board on the upcoming projects.

XVII. Paid Professional Assignments

- A. Paid Professional Assignment for Phyllis Appling, HB5 final exam testing/proctoring and grading, May 12 - June 16, 2017 - \$2,100.00

XVIII. Executive Session: According to the Texas Government Code (Chapter 551, Open meetings), the Board may conduct a closed executive session for the following reasons: Consultation with attorney (551.071), deliberation regarding real property (551.072), deliberation regarding prospective gift (551.073), personnel matters (551.074), deliberation regarding security devices, or a security audit (661.076), deliberation regarding economic development negotiations (551.086).

-The board convened into executive session at 6:55 P.M.

XIX. Consideration and possible action on items discussed in closed session

- The board reconvened into regular session at 7:00 P.M.
- No action was taken in executive session.

XX. Discuss Matters Relating to Formal Policy

A. Approval of the following regulations

1. Regulation 326: Campus Carry Policy

BOARD ACTION: On a motion by Mrs. Rod and a second, the board unanimously approved regulation 326: Campus Carry Policy as presented.

XXI. Other Business

XXII. Adjourn

-The board adjourned at 7:15 P.M.